

**WILLIAMSPORT AREA SCHOOL DISTRICT
2780 WEST FOURTH STREET, WILLIAMSPORT, PA 17701
(570) 327-5500, ext. 40200**

TO: NEW TEACHER CANDIDATES
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: NEW HIRE PACKET FOR PROFESSIONAL STAFF
DATE: _____

Please visit the Human Resources Department (address above) between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, to obtain and submit the following completed forms. **Please note: before you can begin working all of your paperwork must be returned complete and your hire as a new employee must be submitted for School Board approval.**

Obtaining clearances, a physical exam and TB test should be a priority if you do not currently have all three clearances and evidence of the mandatory medical tests dated within the past twelve months of your hire date.

- _____ **PENNSYLVANIA TEACHING CERTIFICATE/TRANSCRIPTS AND/OR DIPLOMA** – You must show proof of certification. (A letter from the University indicating that you have met the requirements to obtain PDE certification is acceptable until certification is issued.
- _____ **CRIMINAL RECORD CHECK BACKGROUND CHECK** – Please provide a printout of your current Act 34 form.
- _____ **CHILD ABUSE HISTORY BACKGROUND CHECK** – Please provide a copy of your Act 151 form.
- _____ **FBI BACKGROUND CHECK**– After completing the application and fingerprint requirements please provide the registration ID# to allow us to access the report.
- _____ **ACT 126 MANDATED REPORTER TRAINING** (Child Abuse Recognition & Reporting) – Provide copy of this Certification dated within two weeks of hire by utilizing Vector Solutions.
- _____ **SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)** – This form must be provided for your current employer and a separate form is required for each past PAID employment where the position involved contact with children. Complete the first page and sign and date page 2 of each form, and then return the form to us. We will forward the Act 168 to your former employers so accurate contact information is necessary.
- _____ **ACT 24 ARREST/CONVICTION RECORD** – Please complete and return the PDE 6004, Act 24 Arrest Record form.
- _____ **I-9 FORM (PROOF OF U.S. CITIZENSHIP)** – You must complete this document and show appropriate forms of Identification listed on page 3 of the I-9 Form.
- _____ **MEDICAL EXAMINATION** – You will need to provide a pre-employment medical history form from a physician of your choice. If you have had a physical within the last year, **BRING A COPY WITH YOU.**
- _____ **TUBERCULIN TEST** – If you have not had a “tine” test within the past year, you need to obtain one. If you’ve had a recent tuberculin test, please **BRING PROOF WITH YOU.**
- _____ **EMPLOYMENT NOTIFICATION AND ACKNOWLEDGEMENT** – Please review this form regarding worker’s compensation and return it to our office. The copy containing the Panel of Physicians list is for your information.
- _____ **BOARD POLICY NOTIFICATION AND ACKNOWLEDGEMENT (Green Form)** –Please sign and return the Board Policy Notification & Acknowledgement form. It is important that you read and understand your rights and responsibilities as explained in these documents. Return green page and keep white copies for your reference.
- _____ **EMAIL POLICY & SIGNATURE FORMS** – Please sign Acceptable Use of Computer & Complete the E-Mail Account information.

PAYROLL FORMS:

- _____ **W-4 FEDERAL TAX WITHOLDING FORM** -- Please note that you are responsible for submitting a new W-4 form if any lifestyle changes occur resulting in increased or decreased tax obligation.
- _____ **PAYROLL OFFICE FORM for PSERS** – Indicate past contributions to PSERS retirement fund
- _____ **DIRECT DEPOSIT** – It is mandatory that all new substitutes complete direct deposit information. Please attach a voided check or deposit slip.
- _____ **LST (EMST/OPT) TAX** – In order to assess your occupation tax for the current year, please bring a copy of a RECENT PAYSTUB from your current or last employer with you. Otherwise, we will be obligated to deduct the full yearly assessment from your pay.